



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
COMMISSION ON FIRE FIGHTING
2161 Unionville Deason Road , Bell Buckle, TN 37020
931.294.4140

CHECK LIST FOR IN-SERVICE TRAINING PROGRAMS

In order to ensure that your program submission is in compliance with Commission requirements, the following check list is provided for your convenience.

1. Does the program include:
 - a. a minimum of 8 hours hazardous materials training?
 - b. 4 hours of safety, stress management/CISM, SIDS Training, and/or Domestic Violence on a rotating cycle with each subject covered at least once every 3 years?
 - c. meet the requirements on current CPR certification by an agency recognized by the Commission with no more than 4 hours?
 - d. no more than 16 hours of medical or hazardous materials training?
 - e. no more than 20 hours of computerized training which meets Commission Rules?
2. Has each class session been scheduled a minimum of 2 hours?
3. Does this program have a good description of the curriculum (in paragraph form) for each subject area?
4. Does the program list the instructor(s) with their TN Fire Commission Fire Department instructor certification number(s) or a resume of their expertise to teach the subject? Are the instructor(s) for Hazardous Materials either TEMA certified or Commission certified at the Fire Department Instructor-I level? Are resume(s) included for instructor(s) of Hazardous Materials?
5. Are the dates and locations of each and all classes and testing listed? (Dates **must** be listed with a month/day/year) If not you must contact the commission office a minimum of 72 hours prior to the start of each class via E-Mail with start times and dates.
6. Does the program package include a copy of the test instrument(s) and separate answer key?
7. Are all questions on the test instrument of the multiple choice type **only** with four (4) answer choices? Answer choices cannot include answers like "All the Above", "Both C/D", "True/False". There must be 4 independent answer choices including distractors and the best/correct answer.
8. Does the test instrument contain a minimum of ten (10) questions that meet the rules of the commission, or one (1) question per hour of instruction; whichever is greater? (Example: 2 hour class = minimum 10 questions; 12 hour class = minimum 12 questions).
9. If a comprehensive final exam test instrument is developed and submitted for the entire program, all the rules that deal with each class are still in effect for the comprehensive exam. Each class/subject must be categorized, there must be a minimum of 10 questions or 1 per hour whichever is greatest, and each category must be graded individually. The student must pass each subject/category to demonstrate mastery.
10. Does the program submission outline meet the full 40 hour requirement?
11. Is all training conducted within the calendar year (January 1 - December 31)?
12. Is all training scheduled at least thirty (30) days from the date the program is to be approval?
13. Is this program not substantially the same as the previous year's program?
14. Courses have been submitted through Acadis Web-Forms.